



December 1, 2014

Information for Registration and Filing Expenditure Reports - Employers of Lobbyists

2015 Registration

1. Beginning Monday, December 15, 2014, the ilobby portal will be available for 2015 registration. If you are renewing a 2014 registration and you and the lobbyist have a continuing agreement, then you must register by January 8, 2015. For all other registrations, the lobbyist and employer must register within seven (7) days of entering into an agreement.

Go to <https://apps.tn.gov/ilobby/> to register. If you are currently registered for 2014 but do not intend to register for 2015, you do not need to do anything as the 2014 registration expires December 31. **However**, if you (employer of lobbyist) were registered any time between July 1, 2014 and December 31, 2014 you will be required to file the Employer of Lobbyist expenditure report due by February 14, 2015. See *Employer Expenditure Reports* below for more information.

2. You will need your username and password to access your account. If you do not have your username and password, you will have the option to retrieve this information on the login page of the ilobby application. If you need further username or password assistance, please call the **Help Desk at 615-313-0300**. Any other questions should be directed to the Bureau staff at 615-741-7959 or email at ethics.counsel@tn.gov. **Do not** create a new account if you have forgotten your username or password.
3. If you are a returning user, please check your contact information and update it, if necessary, **before** you register or **before** filing the expenditure report. Email address changes on registrations to ethics.counsel@tn.gov.
4. The registration fee remains the same - \$150 per registration. Payment is due within 30 days after registering and you will not receive an invoice. If paying by credit card online, print the confirmation page for your records. We will mail you a receipt if you pay by check.
5. If the lobbying relationship is terminated during the year, log in to your account to withdraw. Open the registration by clicking on the date; then click on the "withdraw" button at the bottom of the registration and submit.

Employer Expenditure Reports

The next report to be filed will cover the period July 1, 2014 through December 31, 2014 and will be due by **February 14, 2015** (forty-five days after reporting period ends).

If you were registered with the Tennessee Ethics Commission at any time during this period, you will be required to file. If you ended the lobbying relationship with your lobbyist but did not withdraw the registration before July 1, 2014, you must file this expenditure report. Failure to file could result in assessment of civil penalties by the Commission.

If you did not participate in an in-state event (reception, dinner, etc.), do not enter an amount under the In-State Event section; check “none.” This does not include lobbyist compensation.

Include all compensation and expenses on one report if you have more than one lobbyist. You cannot file separate reports.

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